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MEMORANDUM

DATE: October 12, 2023
TO: Greg Harrison, City Manager
FROM: Kerone Grant, Budget Analyst
VIA: Erjeta Diamanti, Budget Director 
SUBJECT: Fiscal Year (FY) 2023 to FY 2024 Rollover Requests

Due to supply chain issues, inflation and/or other unanticipated factors along the year, various departments were unable to spend or encumber approved funds for replacement and procurement of capital outlay and/or operations by the end of the fiscal year (September 30th).

A detailed spreadsheet outlining each fund's rollover request and costs from FY 2023 to FY 2024 is attached. Staff is requesting approval from the City Commission on October 24, 2023 Regular City Commission Meeting.

Attachment

CC. Suzette Sibble

Budget Rollovers From Fiscal Year 2023 to Fiscal Year 2024 - Attachment

| Fund/Department/Division | Account | Account Description | Rollover Amount | Explanation |
|--------------------------------------|--------------------|------------------------------------|------------------------|---|
| General Fund/Departments | | | | |
| Tourism | 001-1037-510-48-10 | Promotional Activities/Advertising | \$7,000 | To cover pending co-ops ads expenditures |
| Cultural Affairs | 001-1039-510-31-60 | Professional services | \$29,578 | To complete the cultural arts crossroad feasibility study and marketing study |
| Cultural Affairs | 001-1039-510-46-30 | Machinery and Equipment | \$4,647 | To cover repair and maintenance of sound/lights at the Cultural Center |
| Cultural Affairs | 001-1039-510-64-40 | Capital Light equipment | \$12,354 | To cover sound/light procurement |
| City Attorney | 001-1040-510-3130 | Special Legal | \$20,000 | To cover litigation for outside legal fees |
| City Clerk | 001-1050-510-31-60 | Other Professional | \$21,000 | To cover fees for electronic campaign software upgrade, microfilm conversion project and document scanning services |
| City Clerk | 001-1050-510-44-10 | Rentals & Leases | \$1,200 | To cover impending invoices for rental of offsite storage space/unit |
| City Clerk | 001-1050-510-49-50 | Credit Card Bank Fees | \$2,000 | To cover impending credit card fees |
| City Clerk | 001-1050-510-54-10 | Publications | \$1,534 | To cover impending publication invoices for ordinances |
| Human Resources | 001-1070-510-3150 | Medical | \$1,811 | To cover the pre-employment medical cost for the Fire Department |
| Human Resources | 001-1070-510-46-50 | Special Services | \$8,317 | To renovate HR filing system as suggested by Lean Six Sigma consultant |
| Human Resources | 001-1070-510-48-10 | Advertising | \$10,178 | To cover job posting sites and advertising expense increases |
| Human Resources | 001-1070-510-51-10 | Office Supplies | \$5,867 | To purchase office supplies suggested by Lean Six Sigma consultant |
| Internal Audio | 001-1080-510-40-40 | Travel Education | \$6,325 | To provide training courses for new hire |
| Planning & Zoning | 001-1510-515-31-60 | Other Professional | \$54,000 | To fund phase II of the design guidelines project for higher floor elevations to meet FEMA's new flood zone criteria |
| Planning & Zoning | 001-1510-515-40-10 | Travel Education | \$16,000 | To continue the employee leadership and diversity training |
| Fire Operations | 001-2210-522-64-45 | Rescue | \$51,000 | Delayed truck delivery |
| Parks and Recreation | 001-3920-572-64-30 | Furniture & Fixtures | \$8,000 | To cover kitchen renovations at the Civic Center |
| Golf Operations | 001-3960-576-31-60 | Other Professional | \$49,313 | Pines Course improvements not completed due to inclement weather and product availability |
| Golf Operations | 001-3960-576-46-70 | Facility Maintenance | \$129,785 | Still need some re-grassing, berm de-grading, landscaping, tree trimming, bridge repairs and seawall repairs |
| Non-Departmental | 001-9910-599-61-00 | Land Acquisition | \$80,000 | Purchase approved with Reso. 2022-88 on March 8, 2022. City will not close on purchase until after September 30, 2023 due to required probate and quiet title legal action. Purchase of 420 NW 6 Street (Mini Park) |
| General Fund Total | | | \$519,909 | |
| Utility Fund | | | | |
| Utility Billing | 412-3310-533-46-30 | Repair /Machinery & Equipment | \$13,363 | To cover meter transmitters due to supply delay |
| Water Treatment | 412-3320-533-64-05 | Motor Vehicles | \$21,603 | Adjust pricing due to inflation related to vehicle purchase |
| Water Treatment | 412-3320-533-64-20 | Computer | \$3,000 | Funds to be used for tablet replacement |
| Water Treatment | 412-3320-533-64-40 | Light/Machinery & Equipment | \$30,205 | Adjust pricing due to inflation related to telemetry item |
| Water Distribution | 412-3330-533-64-05 | Motor Vehicles | \$286,785 | Procurement of vehicles delayed due to chain supply issues |
| Water Distribution | 412-3330-533-64-20 | Computer | \$29,400 | Computer procurement for new software for the valve truck |
| Water Distribution | 412-3330-533-64-40 | Light/Machinery & Equipment | \$247,100 | Procurement of system chlorine analyzers, pressure transmitter, trailer mounted vacuum unit, bucket forks and pipe saw delayed due to supply chain issues |
| Reuse Plant | 412-3340-533-64-40 | Light/Machinery & Equipment | \$153,569 | Adjust pricing due to inflation related to various pumps replacements |
| Reuse Distribution | 412-3355-533-46-80 | Reuse Water Meters | \$18,503 | Reuse meter procurement delayed due to supply chain issues |
| Reuse Distribution | 412-3355-533-64-40 | Light/Machinery & Equipment | \$25,146 | Procurement of the hydrostatic test pump was delayed due to chain supply issues |
| Reuse Distribution | 412-3355-533-64-65 | Reuse Water Meters | \$126,126 | Reuse meter procurement delayed due to chain supply issues |
| Wastewater Pumping | 412-3510-535-64-10 | Machinery / Equipment | \$66,071 | Due to additional time to evaluate the capacity and physical size requirements of lift station pumps, the purchase the master lift station 37 pumps was delayed |
| Wastewater Transmission | 412-3520-535-64-05 | Motor Vehicles | \$29,352 | Water truck chassis has not arrived and staff is investigating all options from a different manufacture |
| Utilities Fund Total | | | \$1,050,223 | |
| Airpark Fund | | | | |
| Airpark Operations | 462-4610-542-46-10 | Land Bldgs., Improvements | \$8,217 | Airport signage order not yet received and replacement of two additional sign panels |
| Airpark Operations | 462-4610-542-46-50 | Special Services | \$4,500 | Cover current tree trimming and stump removal project around Airpark perimeter road |
| Airpark Operations | 462-4610-542-46-70 | Facility Maintenance | \$6,600 | Fence repairs have not yet been completed and additional repairs are needed |
| Airpark Operations | 462-4610-542-52-15 | Small Tools/Minor Equip | \$11,195 | Airport lighting and fixture due to chain supply issues |
| Airpark Fund Total | | | \$30,512 | |
| Parking Fund | | | | |
| Parking Operations | 472-4710-545-64-10 | Heavy Machinery and Equipment | \$458,381 | Parking Garage elevator replacement |
| Parking Fund Total | | | \$458,381 | |
| Total Appropriation All Funds | | | \$2,059,025 | |